

Special Milk Program Monthly Reimbursement Calculation Worksheet

Reimbursement rates change annually. Please consult the USDA Web site at <http://www.fns.usda.gov/fns> for current reimbursement rates. Transfer meal counts from the claim form (CNFS 71-5) to the appropriate lines on this worksheet, then multiply the meals by the reimbursement rates. Claim item numbers are in parentheses.

Step 1. Basic (or paid) milk is reimbursed at a basic rate set by the United States Department of Agriculture on July 1 of each year.

Total Milk (15G)		Free Milk (15E)		Milk Basic (or paid)		Reimbursement Rate		Basic Milk Reimbursement
	-		=		X		=	

Note: If free milk is not served, total milk is multiplied by the basic rate.

Step 2. Free milk is reimbursed at the average purchase price. This price is determined by dividing the cost of milk purchased (as reported in item 9) by the number of one-half pints purchased (as reported in item 8):

Milk Cost (9)		Milk Purchased (8)		Average Price		Free Milk (15E)		Free Milk Reimbursement
	÷		=		X		=	

Step 3. Total reimbursement for the month equals the basic reimbursement plus free milk reimbursement:

Basic Milk		Free Milk		Total Reimbursement
\$	+	\$	=	\$

Complete this worksheet before submitting a sponsor's reimbursement claim each month, and retain it in the sponsor's files. When the reimbursement is received for the month, note the date on this worksheet, and place the worksheet in the reimbursement claim file. This worksheet will aid you in determining the sponsor's accounts receivable.